LIGHT_SOURCE
PC/User Account Form

Full Name: _____ **Room:** _____

Username: _____ **Extn.:** _____

OS installed: NT4.0   WIN2K   Xp   Other _____

DNSname: _____.nsls.bnl.gov **IPaddress:130.199.**_____

Mail server: _____

Mail Authentication:_____

Email Address: _____

Machine name: _____

Domain/Workgroup: _____

Local Printers: _____ **Color:** _____

NSLS ADMINISTRATOR

NSLSNT1:

- ❑ **Create an account using the USERNAME**
- ❑ **Set password to** *password*
- ❑ **Mark password to be changed at next login**
- ❑ **Assign user to appropriate groups**
- ❑ **Check that a user folder is automatically created**

DISTRIBUTION LIST:

- ❑ **NSLS Personnel**
- ❑ **Light_Source Users**

ITD Tech_____   Ticket #_____

NETWORK PROPERTIES:

- ❑ **Change workgroup to** *light_source*
- ❑ **Verify that the Registered IP's Host name matches the Machine name.**
- ❑ **Verify DNS addresses and WINS addresses are correct.**
- ❑ **Change domain authentication to the** *light_source* **domain.**
- ❑ **If replacing a** *light_source* **domain Computer Account, then remove the old one from the domain.**

LOCAL SYTEM:

- ❑ **Re-boot the system and logon with USERNAME,** *password, light_source.*
- ❑ **Have user assign new password.**
- ❑ **Create a desktop shortcut for the users private folder and any shared folders (K:\nslsnas\users\...\...)**
- ❑ **Mount printers from NSLSNT1 or NSLSNT2,** _____
- ❑ **Install and configure the new mail client package, typically Outlook.**
- ❑ **Help user to move files to server user folder and server shared folder.**
- ❑ **Rename Local Admin account to RINGMASTER and then set password. (See LS sys admin if you need it).**
- ❑ **Add the Users Light_Source account to the Local Admins Group.**
- ❑ **Configure SAS on Operating Systems that support this.**

SOFTWARE:

- ❑ **BNL banner**
- ❑ **Trend Anti Virus**
- ❑ **Network Access Reg.**
- ❑ **Netscape**
- ❑ **Microsoft:** ○ IE   ○ Office   ○ Project
- ❑ **Adobe Acrobat Reader**
- ❑ **WinZip**
- ❑ **All applicable service packs**
- ❑ **All critical updates**

- ❑ **This form must be returned to the NSLS SYSTEM ADMINISTRATOR.**